



DOT Employee Newsletter July 2001

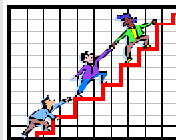
From Norman Y. Mineta, The Secretary of Transportation

The U.S. Department of Transportation has a vital mission to accomplish for the Nation – one that cannot be accomplished without the talent, dedication and skill of the men and women who carry out our work. Each of us who works at the Department bears two fundamental obligations: first, to do our own jobs to the best of our ability and, equally important, to ensure that our coworkers and those we supervise are given the respectful, supportive environment that allows them to do theirs.

Our commitment to equal employment opportunity is the cornerstone of that effort. When any employee or job applicant is denied equal opportunity on the basis of race, color, national origin, religion, age, sex, disability, or sexual orientation, the work of this Department suffers. Opportunities for achievement are lost, and the ability of employees to reach their full potential is jeopardized. It is our strict obligation to eliminate all barriers to

equal opportunity for employees of the Department's workforce, applicants for employment, and for beneficiaries of the Department's programs, services, and activities.

President Bush has emphasized that our goal must be that of a welcoming society – a Nation where no one is dismissed or forgotten. That is our mandate at the Department, as well. I ask that each of us, as employees and as managers, join in the work of building a Department in which everyone, our colleagues and our customers, are given the equal opportunity to succeed and contribute.



Harassment Policy Statement

Secretary Mineta also recently issued the Department's Harassment Policy Statement. For the full text, go to <http://dotnet.dot.gov> and click on Employment Services. The statement can be found under Equal Employment Opportunity.

Thanks a Million

The Secretary has initiated a special recognition program to honor employees who have made outstanding contributions in support of the Department's goals. The award is entitled "Thanks a Million."

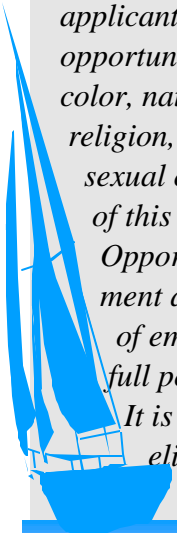
The Thanks a Million (TMA) Award allows an employee to be recognized by the Secretary, members of the Executive Management Team (EMT), and other senior Department officials at one of the Secretary's EMT meetings. These ceremonies will occur bi-monthly. If the opportunity permits, recognition ceremonies can also be held during the Secretary's field visits or at conferences he attends.

Each Departmental Office and Operating Administration has appointed a TMA Officer to handle the awards. For more information, consult your human resource office.



Throwing away ideas too soon is like opening a package of flower seeds and then throwing them away because they're not pretty.

Arthur VanGundy



Please notify the center in advance if you need special accommodations for the programs below.



Career Connections Workshops

"Who Moved My Cheese?" --
7/6

Building My Listening Skills --
7/11

Resume Review -- 7/20
Conflict Resolution -- 7/25

Workshops will be held in PL-402. Space is limited. Call x69392 [TTY 67630] for the times and to register.



Worklife Programs

[Call x66389 or TTY 67630]

- Meet & Greet -- 7/5, Plaza, 12-1:15 pm
- Elder Care Resource Fair -- 7/11, Plaza, 11:30-1:30 pm
- Nutrition Seminar -- 7/24, Plaza, 12-1 pm

Tax Rebate

Qualifying taxpayers will be getting a letter from the IRS in July outlining how much and when. Rebates range from \$300 to \$600 and start going out at the end of July. If you filed by the April deadline, you should get your rebate by the end of September. If you have moved since you filed your 2000 tax return and didn't file a change of address with the post office, you can find the form at www.usps.com/moversnet/coa.html.

Taxpayers who have moved should also file IRS Form 8822, Change of Address. Get the form at www.irs.gov/forms_pubs/forms.html.

Also, the lower tax rates take effect 7/1, so that should mean a slightly larger paycheck for qualifying workers. The Treasury Department has further information about the tax rebate at www.treasury.gov/rebate.html.

--From FirstGov



Thrift Savings Plan Open Season

The open season will last until 7/31. It is critical to your future. During this open window, you may end your participation in TSP, change your contribution amounts, and/or change the way your future contributions are invested.

Loaned Executive Program

Annually, DOT is asked to identify employees to participate in the Combined Federal Campaign's (CFC) Loaned Executive Program. Loaned Executives are detailed to the CFC Headquarters staff and loaned to Federal agencies to plan and organize complex work, analyze data to identify and solve problems, make presentations and conduct training.

This year, Departmental Officers and Heads of Operating Administrations with more than 100 employees have been asked to nominate a candidate, GS 13-15, who is visionary and possesses a strong commitment to success. From this pool of potential candidates, two finalists will be randomly selected for a detail for the period 8/12 through 12/31/01.

This is an excellent opportunity to enhance and develop leadership skills and learn the management and operations of other Federal agencies. If you are interested in this detail assignment, please contact your immediate supervisor.

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